

Minutes of the Annual Meeting

Warfield Parish Council

19 May 2010

Present: Councillors: Ms Healy (Chairman), Fitzwilliams, Gates, Harrison, N Jones, Mrs Ingham, Mrs Menon, Parks and Taylor

1. Apologies for absence Councillors M Jones and Towle.

2. To elect the Chairman for the year 2010/11

Councillor Harrison, seconded by Councillor Gates proposed Councillor Ms Healy to be elected Chairman for the year 2010/11. There being no further nomination it was RESOLVED that Councillor Ms Healy be elected Chairman of Warfield Parish Council for the year 2010/11. Councillor Ms Healy duly signed the Declaration of Acceptance of Office.

3. To elect the Vice Chairman for the year 2010/11

Councillor Gates, seconded by Councillor Harrison proposed Councillor Fitzwilliams to be elected Vice Chairman for the year 2010/11. There being no further nominations it was RESOLVED that Councillor Fitzwilliams be elected Vice Chairman of Warfield Parish Council for the year 2010/11.

4. Declarations of interest

There were no declarations of a personal or prejudicial interest in respect of any matter to be considered at the meeting.

5. Minutes of the meeting held on 21 April 2010

It was RESOLVED that the minutes be approved as a correct and accurate record and signed by the Chairman.

6. Matters arising from this meeting

- a. Item 4a Vacancy – it was noted that the vacancy may be filled by co-option but as yet there have been no expressions of interest.
- b. Item 4b Adoption of red kiosk in Warfield Park – it was noted that the land owner's permission is required before the Community Association's application can advance. Councillor Ms Healy offered to progress with the land owner.

6. Matters arising from this meeting continued

- c. Item 4c Section 106 summary – it was noted that the Warfield bridleway item relates to an old scheme carried out in 2007/08 and the allocation has now been spent.

7. Parish Calendar 2010/2011

This was agreed as attached.

8. Appointment of Representatives to Outside Bodies and Parish Council Committees 2010/2011

This was agreed as attached.

9. The Brownlow Memorial Hall

Councillor Fitzwilliams advised Members that for the financial year ending March 2010 all expenses had been covered by income. Linda Winton will have completed her probationary period on 24 May 2010 and it has been decided to confirm her appointment as Caretaker subject to CRB clearance.

It was RESOLVED that the minutes of the Management Committee meeting held on 12 May 2010 be approved as a correct record and signed by the Chairman.

10. Planning Matters

- a. **Site Allocations Development Plan update.** Three Councillors and the Clerk had attended a workshop organised by the Borough Council to which other local interest groups had also been invited. A brief presentation was followed by a ‘board game’ devised by planning consultants. Various scenarios were played to accommodate the number of homes and associated infrastructure proposed by the Borough Council. The results of the exercise will be collated with the responses to the public participation document and a preferred options document published later in the summer. An informal meeting to discuss the Northern Arc proposal with representatives of the Northern Parish Councils had also taken place. It was noted that Binfield residents have formed the Northern Arc Action Group to oppose the development and some Warfield residents have also joined. At the meeting it was reiterated that although Warfield Parish Council has submitted a detailed objection to the Northern Arc proposal the Parish Council has decided to adopt a more supportive role to try and achieve maximum benefit for Warfield residents from any future development.
- b. **Minutes arising from the Planning Committee.**
  - i. Responses to the Moss End Farm and Garden Centre planning applications will be submitted once the Savills Consultancy submission has been received.

10. Planning Matters continued

- ii. A Breach of Condition notice has been served requiring cladding to the Honeywood Farm authorised barn with a compliance period of 3 months.

It was RESOLVED that the minutes of the meeting held on 10 May 2010 be approved as a correct record and signed by the Chairman.

11. Accounts

- a. The minutes of the Finance Committee meeting held on 13 May 2010 were available. The Treasurer drew Members attention to the following:
- Item 4b A recommendation to adopt the Risk Register was unanimously approved.
  - Item 6a The Internal Auditor has completed the audit for the year ending March 2010. Copies of the Accounting Statements and Annual Governance Statement, sections 1 and 2 of the Annual Return had been previously circulated. Affirmative responses to the Annual Governance Statement were noted. A resolution that the Annual Return be approved was proposed, all agreed. The Chairman and Responsible Financial Officer duly signed the document.
  - Item 6b A recommendation that the Internal Auditor be reappointed was approved.
  - Item 10 The Treasurer explained that no additional loan repayments, other than those already confirmed in the 2010/2011 precept, will be made.
- b. Councillor Fitzwilliams proposed seconded by Councillor Parks that the following cheques be authorised for payment, all agreed.

|                               |                       |        |
|-------------------------------|-----------------------|--------|
| <b><u>For information</u></b> |                       |        |
| Ms L Winton                   | Caretaker wages April | 346.50 |
| BT Payment Services Ltd       | Line rental & calls   | 206.42 |

|                                     |                                       |         |
|-------------------------------------|---------------------------------------|---------|
| ABA (Construction) Ltd              | Play area inspections Memorial Ground | 104.39  |
| Bracknell Forest Council            | Recycling collection,                 | 16.70   |
| Inland Revenue                      | Tax & NI                              | 489.65  |
| Suds Window Cleaning                | Office                                | 11.75   |
| Broker Network Ltd                  | Insurance annual renewal              | 3626.38 |
| Bracknell Pest Control              | Brownlow Hall                         | 34.50   |
| Alan J Harland                      | Internal audit (balance)              | 428.88  |
| Mrs J Harding                       | Reimbursement Clerk's expenses        | 56.03   |
| Warfield Memorial Ground Trustees   | 1st instalment grant                  | 3750.00 |
| Warfield Park Community Association | 1 <sup>st</sup> instalment grant      | 950.00  |
| Whitegrove Youth & Community Centre | 1 <sup>st</sup> instalment grant      | 1700.00 |
| Warfield Parochial Church Council   | 1 <sup>st</sup> instalment grant      | 500.00  |
| Warfield Environment Group          | Grant                                 | 225.00  |

|   |                                      |        |
|---|--------------------------------------|--------|
| Youthline                                     | 1 <sup>st</sup> instalment grant     | 500.00 |
| Bracknell CAB                                 | 1 <sup>st</sup> instalment grant     | 700.00 |
| Whitegrove Primary School                     | 1 <sup>st</sup> instalment grant     | 450.00 |
| Sandy Lane Primary School                     | 1 <sup>st</sup> instalment grant     | 150.00 |
| Building Blocks Pre-School                    | 1 <sup>st</sup> instalment grant     | 300.00 |
| Bracknell North Guide Association             | 1 <sup>st</sup> instalment grant     | 535.00 |
| Whitegrove Football Club                      | 1 <sup>st</sup> instalment grant     | 500.00 |
| Warfield Fete                                 | Grant                                | 900.00 |
| Relate  | 1 <sup>st</sup> instalment grant     | 225.00 |
| Berkshire Blind Society                       | Grant                                | 130.00 |
| Bracknell Baseball Club                       | 1 <sup>st</sup> instalment grant     | 375.00 |
| Home-Start                                    | 1 <sup>st</sup> instalment grant     | 450.00 |
| Age Concern (Bracknell)                       | 1 <sup>st</sup> instalment grant     | 175.00 |
| Vitalise                                      | 1 <sup>st</sup> instalment grant     | 190.00 |
| Warfield Produce Show                         | Grant                                | 130.00 |
| MS Society, Windsor Forest Bracknell District | 1 <sup>st</sup> instalment grant     | 125.00 |
| Thames Valley Air Ambulance                   | 1 <sup>st</sup> instalment grant     | 150.00 |
| 2 <sup>nd</sup> Bracknell Scout Group         | 1 <sup>st</sup> instalment grant     | 450.00 |
| Cruse Bereavement Care                        | 1 <sup>st</sup> instalment grant     | 125.00 |
| South East Berks Gang Show                    | 1 <sup>st</sup> instalment grant     | 250.00 |
| Pilgrim Hearts                                | 1 <sup>st</sup> instalment grant     | 125.00 |
| AFC Warfield                                  | 1 <sup>st</sup> instalment grant     | 250.00 |
| Bracknell Executive Job Club Ltd              | 1 <sup>st</sup> instalment grant     | 150.00 |
| Bracknell Forest Voluntary Car Service        | Grant                                | 150.00 |
| Stevens Cleaning Services                     | Office                               | 51.70  |
| Melba Products Ltd                            | 2 x litter bins for Frost Folly      | 354.85 |
| Plus 3 Nursery                                | Reimbursement towards cleaning costs | 15.00  |
| CPRE  | Membership & donation                | 140.00 |
| Ms L Winton                                   | Caretaker wages May                  | TBA    |

It was RESOLVED that the minutes of the meeting held on 13 May 2010 be formally adopted. All agreed.

- c. The budget sheet had been previously circulated there were no questions.

## 12. Representative Reports

**Warfield Fete 12 June 2010**– suggestions for the Parish Council table including a parish treasure hunt to be organised by Councillor Mrs Ingham were noted.

**Heritage Week** – As part of the week’s activities it was noted that Councillor Fitzwilliams will be leading a walk on 10 September starting from Larks Hill.

12. Representative Reports continued

**Rural Forum South East** – A report of a recent meeting to discuss rural affordable housing attended by Councillor Fitzwilliams was available.

**Parish & Town Councils Liaison Group** – Councillors Ms Healy, Taylor and the Clerk had attended a recent meeting. Presentations on Extended Services, Local Safeguarding Children’s Board and Neighbourhood Consultation 2009 Action Plan had been received.

**Neighbourhood Forum** – Councillor Ms Healy advised that as a neighbourhood project has not yet been confirmed Bracknell Forest Council will continue to hold the £500 allocated for the project.

**Clerks report** – a number of issues relating to litter and anti-social behaviour in the Memorial Ground were brought to the attention of the meeting. Suggestions to help with litter collection were noted for further investigation. Additional seating in the play area, previously agreed to be provided by the Parish Council, is under consideration. Two potential sites are being investigated by the Borough Council for stage 2 play builder funding; Edmunds Green and Harvest Hill. The Clerk had attended a SLCC training event. Topics covered included asset management, human resources update and a discussion on greening your community.

13. Correspondence

Correspondence was available for inspection. The following items were noted should the Council decide to take any action:

- a. A letter from the Borough Solicitor offering to attend a Parish Council meeting with one of the independent Members of the Standards Committee to outline recent work of the Committee and to discuss any queries was brought to the attention of the meeting. After discussion a date for the visit will be arranged as soon as possible.
- b. CPRE Berkshire Branch AGM 7 pm 3 June at Donnington Grove Country Club.

14. Date of next meeting

The date of the next meeting was confirmed as Wednesday, 23 June 2010.

15. Closure of the meeting

There being no further business the meeting was declared closed at 9.05 pm.